

**Appointment Type:** Permanent  
**Working Time:** Full Time  
**Reference Code:** NB00020646 i  
**Opening Date:** 02/05/2010  
**Closing Date:** 02/12/2010

## **Cost Reimbursement Analyst 3**

**\$3,819- 5,010 Monthly (Range 55) with a comprehensive benefits package!**

### **Agency Information**

The Department of Corrections is seeking a highly motivated individual to serve as the Cost Reimbursement Analyst 3, located at Headquarters in Tumwater, Washington.

If you would like to be considered for this opportunity, when applying online please include a RESUME, LETTER OF INTEREST (no more than two pages) describing how you meet the qualifications and a LIST OF THREE PROFESSIONAL REFERENCES.

#### **Agency Profile:**

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in WA State.

Agency Mission: To Improve Public Safety.

#### **DOC offers:**

- > Hundreds of rewarding and exciting careers
- > Flexible schedules
- > Comprehensive compensation packages
- > Training and development opportunities
- > Tuition reimbursement
- > The fulfillment of public service

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs 8,750 staff and has a biennial budget of approximately \$1.8 billion. For additional information about the Department of Corrections, please visit [www.doc.wa.gov](http://www.doc.wa.gov).

### **Duties**

This position independently performs analyses, cost studies, and evaluations of provider fee schedules, which assist in the establishment of reimbursement system, payments levels, and policy guidelines. Responsible for planning, developing, organizing, and conducting analysis of complex financial data to establish payment rates, payment methodologies and policies for health care services purchased by Department of Corrections for offenders.

#### **Other duties include:**

- Maintaining policy guidelines, fee schedules, and business manuals and provide general oversight for health care services;
- Responsible for developing financial models to ensure budget accountability during the rate setting process;
- Prepare comprehensive, formal written determinations explaining results of findings, including analytical conclusion, decisions, and recommendations regarding reimbursement adjustments or exceptions; and
- Analyzing departmental issues related to the reimbursement systems which result in the development of policies and directives for issuance by the division.

## Qualifications

### REQUIRED QUALIFICATIONS:

- > A Bachelor's degree in Business or Public Administration or relevant field with 12 semesters or 18 quarter hours in Accounting from an accredited College or University who accreditation is recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA), or a foreign equivalent.
- > Two (2) years of experience in Accounting, Auditing, or Budgeting OR successful completion of the Washington State Board of Accountancy can substitute for two (2) years of experience, OR a Master's degree in a relevant field or successful completion of Certified Public Accounting (CPA) examination can also substitute for one year of experience.
- > Expert skills with Microsoft Office Suite.

PLEASE NOTE: SHOULD YOU MEET THE REQUIRED QUALIFICATIONS, YOU WILL BE REQUIRED TO PROVIDE OFFICIAL SUPPORTING DOCUMENTATION OF YOUR DEGREE(S) AND CERTIFICATION SUCH AS AN OFFICIAL TRANSCRIPT FROM THE INSTITUTION FOR WHICH YOU RECEIVED YOUR DEGREE PRIOR TO OFFER OF EMPLOYMENT. PLEASE PLAN FOR SUCH ARRANGEMENTS.

### DESIRED QUALIFICATIONS:

- > Knowledge of Current Procedural Terminology (CPT) coding, and Health Care Procedure Coding System (HCPCS) coding desired;
- > Knowledge of Medicare's Resource Based Relative Value Scale (RBRVS) and Relative Value Units (RVU's);
- > Knowledge of medical terminology and provider specialties; and
- > Ability to perform complex financial and statistical analysis.

## Special Notes

Please consider the following when deciding whether to apply for this opportunity:

- > Must be able to work in a fast paced environment.
- > Must be able to multi-task and prioritize work.
- > May be required to work over 40 hours during peak work periods such as legislative session and budget development.
- > Flexibility and adaptability to all policies and procedural changes.
- > Travel may be required.
- > All Department of Corrections' employees are fingerprinted for a criminal history background check.
- > All DOC facilities and vehicles are smoke and or tobacco free.

### APPLICATION PROCESS:

You must also complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link located under the "Tips & Help" heading within [www.careers.wa.gov](http://www.careers.wa.gov).

## Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit: <http://www.doc.wa.gov/jobs/benefitsummary.asp>.

The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, email [Elizabeth.Lasley@doc.wa.gov](mailto:Elizabeth.Lasley@doc.wa.gov).

## How to Apply

**For job seekers who are not permanent state of Washington employees:**

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020646\* and click on Start Search.
5. Click on the link, Cost Reimbursement Analyst 3, Tumwater, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

## Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail [Information@dop.wa.gov](mailto:Information@dop.wa.gov).